

Subject: Reminder: Confirmation Needed for Utility Account Transfer

Dear [Customer Name],

This is a reminder regarding the pending transfer of your utility services for the property located at:

**[Service Address]**

We have received a request to transfer the [Utility Type - e.g., Electricity/Water] account from [Current Account Holder Name] to [New Account Holder Name] effective [**Transfer Date**].

To finalize this process and avoid any interruption in service, we require the following actions:

- Review the transfer details for accuracy.
- Confirm your acceptance of the final meter reading.
- [Optional: Submit the signed transfer form].

Please click the link below to confirm the transfer online:

[Confirm Account Transfer Here](#)

If you did not request this change, or if you believe this information is incorrect, please contact our billing department immediately at [Phone Number] or reply to this email.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Information]